



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-11-001(Khartoum)

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Program and Budget Assistant
OPENING DATE: Sunday, October 31, 2010
CLOSING DATE: Sunday, November 14, 2010 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-8

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The USAID/Sudan is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Program and Budget Assistant in the Program Office at USAID Khartoum.

BASIC FUNCTION: This position is located in the Program Office (PPDO), which is responsible for ensuring that Foreign Assistance Objective Teams (AO Teams) and the Mission Director develop, implement and achieve the Sudan Country Strategic Plan (CSP). The Country Strategic Plan currently consists of two strategic objectives and has a planned level of approximately \$1 billion dollars (budget data: 2008-2010).

The Program and Budget Assistant provides professional and administrative support primarily to members of PPDO and other USAID/Sudan staff, including Technical Team Leaders, Office Chiefs, and the Mission Director's Office. The basic function of this position is to provide core budget, program and administrative support. The incumbent supports good maintenance of internal systems, accurate and updated program information for dissemination to the public and timely programmatic and budget information to execute technical programs and achieve results. This position is vital to Program Office operations and services, particularly for the following aspects: to plan program budgets; to administer program support taxes; to obligate fiscal year funds and interpret pipeline analyses; to request funding allowances from Washington; to assist in executing funding transfers between US Government agencies; and to assist with regular programmatic and budget semi-annual reviews and annual planning and reporting requirements.

Program Office work is high volume, fast-paced, highly visible and critical for the overall reputation of the Mission. The Program Office carries out a variety of analytical, reporting and program tasks and produces high quality products within short time frame. Program Office staff members have to be flexible, able to work under pressure, personally responsible for the quality of their work and that of others, and effective team players.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

-- **Education:** Associate degree in related field.

--**Prior Work Experience:** At least four years of progressively responsible administrative and budgetary experience with demonstrated abilities to handle complex tasks and projects.

--**Language Proficiency:** (This will be tested)

| | Speaking | Reading | Writing |
|----------|----------|---------|---------|
| English: | Fluent | Fluent | Fluent |
| Arabic | Fluent | Fluent | Fluent |

--**Skills**

Type 40 wpm; complete knowledge of word processing, and working knowledge of other software, such as Excel, Power Point, etc.; ability to prioritize and organize tasks; ability to make judgment calls; strong interpersonal and communications skills that allow for positive interaction among PPDO colleagues and other USAID office colleagues and professionals, as well as external contacts. Capable of handling complicated tasks with little oversight; takes initiative. When appropriate; works independently to meet deadlines and achieves progress as a member of the PPDO team

SELECTION PROCESS:

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

ADDITIONAL SELECTION CRITERIA:

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.

TO APPLY:

Interested individuals for this position should submit **ONLY** Form DS-174. This form is available on US Embassy web site.

Additional Application Instructions

- DO NOT attach any additional or supporting documents such as certificates, licenses or awards.
- RESUMES will NOT be accepted.
- INCOMPLETE applications will NOT be considered.
- Completed applications must be received on or before the closing date listed on the Vacancy Announcement. Applications received after the closing date will not be considered

Submitting Your Application

Email completed application only once to: khartoumusaidhr@usaid.gov.
Subject Line must include Position Title and Vacancy Announcement number.

OR

Deliver one copy to: U.S. Embassy, Khartoum. USAID Applications Box is outside Consular Entrance.

If Selected for Consideration

Only persons selected for further consideration will be contacted and advised of the date and time for interview and testing. English proficiency (oral and written) testing is required. More than one appointment may be necessary. Only candidates attending the interview will be required to provide supporting documentation; for example, ID, licenses, educational certificates. ALL supporting documentation must be in English or translated.

DEFINITIONS

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs